

## Adverse Weather Conditions

### **Purpose**

This policy is one of personal safety and responsibility. It is up to each non-essential employee to determine, in their own best interest, when and if to leave home to come to work or to leave work to avoid dangerous driving conditions.

This enables any non-essential employee to use their annual leave time (vacation, personal, or compensatory time) without hesitation or question, if they make this judgement. Non-essential employees also have the option of working from home provided that their department head/supervisor will substantiate it.

Department heads/supervisors are expected to work out departmental coverage since Town offices will be open for business as usual.

Police Officers and Public Works employees are considered essential employees and will be required to report to work regardless of conditions.

### **Definitions**

1. The term “essential employee”, as defined by the *Essential Services Act of 2013*, is an, “employee that performs work involving the safety of human life or the protection of property.”
2. The term “nonessential” is defined as “not absolutely necessary”.